

<b>Observation Number:</b>	201901377
<b>Originator:</b>	
<b>Date Created:</b>	31-Jan-2019
<b>Business Unit:</b>	Consulting
<b>Business Group:</b>	Energy Optimisation & Innovation
<b>Project/Office:</b>	E&I Sustainable Infrastructure
<b>Sub Business Group:</b>	EMEA
<b>Site/Office Name:</b>	E&I Sustainable Infrastructure
<b>Work Related or Non-Work Related Observation?:</b>	Work Related
<b>Exact Location or Project of Act/Condition/Safe Behaviour:</b>	Workstation
<b>Observation Type:</b>	Unsafe Condition
<b>Observer Name:</b>	Sarah Pilkington
<b>Observer Email Address:</b>	sarah.pilkington@woodplc.com
<b>Stakeholder:</b>	Wood
<b>Observation Date:</b>	31-Jan-2019
<b>Observation Time:</b>	10:15
<b>Observation Close Date:</b>	05-Mar-2019
<b>Observation Category:</b>	Work Environment Pedestrian routes (floors, stairs etc.)
<b>Details of safety observation:</b>	I stood up from my desk and turned to leave my desk and as I did so I tripped over the leg of my colleagues desk chair. Their chair not in use at the time and was fully tucked under their desk. I tripped due to the cramped space between my desk and the adjoining desks. Whilst I tripped I did not fall and did not injure myself.
<b>Immediate action taken:</b>	Checked that colleagues chair was tucked under their desk - it was.
<b>Supporting Information:</b>	
<b>Feedback required?:</b>	Yes
<b>Comments from Reviewer</b>	
<b>Action to be taken:</b>	Desks are planned to be moved on 15/02. HEART to remain open until desks have been moved.
<b>Supporting Information:</b>	
<b>Comments from OU Admin</b>	
<b>Closing Comments:</b>	Desks have now been moved.